

# Getting Started with KS Blogs- Web Site In a Snap!

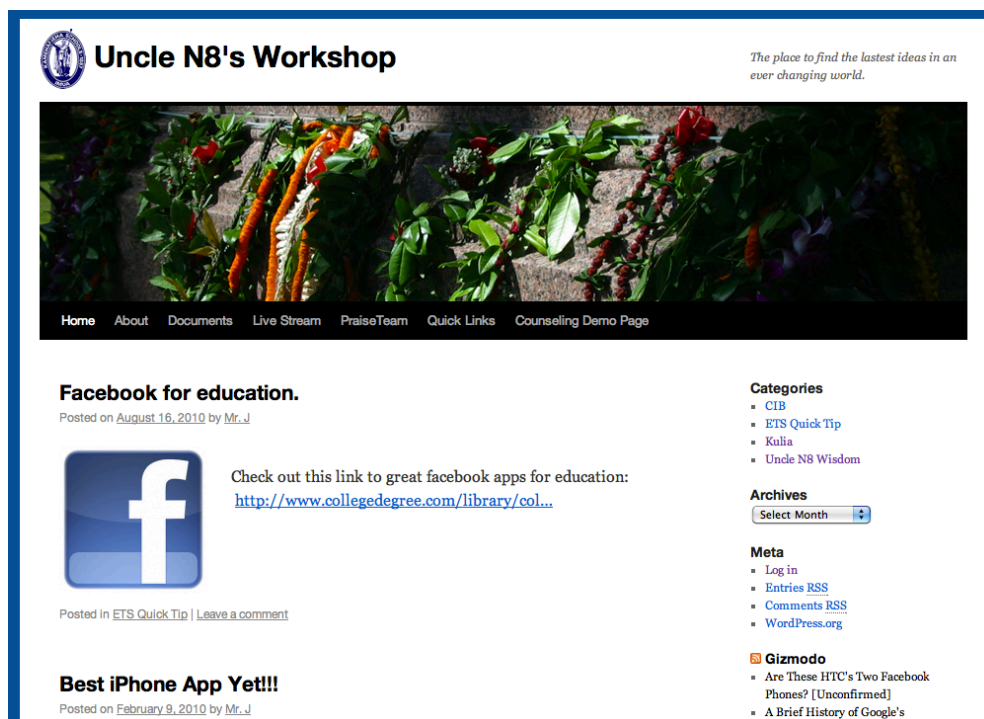
## What Is a Blog?

"Blog" is an abbreviated version of "weblog," which is a term used to describe websites that maintain an ongoing chronicle of information. A blog features diary-type commentary and links to articles on other websites, usually presented as a list of entries in reverse chronological order. Blogs range from the personal to the political, and can focus on one narrow subject or a whole range of subjects.

### 1) Getting Started:

You should have received you KS Blog account for example:  
([blogs.ksbe.edu/yourname](http://blogs.ksbe.edu/yourname))

(Note: if you don't know if you have an account you can go to:  
[kapalamax.ksbe.edu/accounts](http://kapalamax.ksbe.edu/accounts))



The screenshot shows a WordPress blog page for "Uncle N8's Workshop". The page has a blue header with the site title and a tagline: "The place to find the latest ideas in an ever changing world." Below the header is a large image of a garden with various plants and flowers. A navigation menu is visible below the image, including links for Home, About, Documents, Live Stream, PraiseTeam, Quick Links, and Counseling Demo Page. The main content area features two posts. The first post is titled "Facebook for education." and is dated August 16, 2010, by Mr. J. It includes a Facebook logo and a link to "http://www.collegedegree.com/library/col...". The second post is titled "Best iPhone App Yet!!!" and is dated February 9, 2010, by Mr. J. On the right side of the page, there are several widget areas: "Categories" with links to CIB, ETS Quick Tip, Kulia, and Uncle N8 Wisdom; "Archives" with a "Select Month" dropdown menu; "Meta" with links to Log in, Entries RSS, Comments RSS, and WordPress.org; and "Gizmodo" with links to "Are These HTC's Two Facebook Phones? [Unconfirmed]" and "A Brief History of Google's".

The Blog will have a default theme known as "WordPress mu Default 1.6" Because of security issues, our blog administrators have limited the number of themes that are available for the KS blog.

# Getting Started with KS Blogs- Web Site In a Snap!

## Parts of the Blog Layout.

The image shows a screenshot of a WordPress blog titled "Uncle N8's Workshop". The layout includes a header with a logo and tagline, a main content area with a featured post, and a sidebar with navigation and utility links. Red lines and numbers point to specific elements:

- 1) Content or Post: Points to the main content area.
- 2) Comments: Points to the "Leave a comment" link.
- 3) Pages: Points to the navigation menu.
- 4) Categories: Points to the "Categories" section.
- 5) Archives: Points to the "Archives" section.
- 6) Blogroll/Links: Points to the "Meta" section.
- 7) RSS Feed: Points to the "Gizmodo" link.
- 8) Login: Points to the "Log in" link.

1) Content/Post- Content is the information house in any website. Example include Retail sites which feature a catalog of products, University which sites contain information about their campuses, curriculum, and faculty, and News that sites show the latest news stories and for a personal blog, you might have a bunch of observations, or reviews. Without some sort of updated content, there is little reason to visit a web site more than once.

2) Comments- Most blogs have a method to allow visitors to [leave comments](#). There are also nifty ways for authors of other blogs to leave comments without even visiting the blog! Called "[pingbacks](#)" or "[trackbacks](#)", they can inform other bloggers whenever they cite an article from another site in their own articles. All this ensures that online conversations can be maintained painlessly among various site users and websites.

3) Pages- To organize your content, you can create different pages for each topic that you care to showcase in you blog. For example, you may choose to have a page for Assignments, Handouts, Calendar, Course Summary or highly used links.

## Getting Started with KS Blogs- Web Site In a Snap!

- 4) Categories- You can create tags for each of you post that you may organize them by topic or content.
- 5) A blog is also a good way to keep track of articles on a site. Many blogs feature an archive based on dates (like a monthly or yearly archive). The Main page of a blog may feature a calendar of dates linked to daily archives. Archives can also be based on categories featuring all the articles related to a specific category.
- 6) Blogroll and Links- A blogroll is a list, sometimes categorized, of links to webpages the author of a blog finds worthwhile or interesting. The links in a blogroll are usually to other blogs with similar interests. The blogroll is often in a "sidebar" on the page or featured as a dedicated separate web page.
- 7) RSS Feed- A feed is a machine readable (usually XML) content publication that is updated regularly. Many weblogs publish a feed (usually RSS). There are tools out there that call themselves "feed readers". What they do is they keep checking specified blogs to see if they have been updated, and when the blogs are updated, they display the new post and a link to it, with an excerpt (or the whole contents) of the post. Each feed contains items that are published over time. When checking a feed, the feedreader is actually looking for new items. New items are automatically discovered and downloaded for you to read, so you don't have to visit all the blogs you are interested in. All you have to do with these feed readers is to add the link to the RSS feed of all the blogs you are interested in. The feedreader will then inform you when any of the blogs have new posts in them. Most blogs have these "Syndication" feeds available for the readers to use.
- 8) Login- This link will allow you to administer your blog.

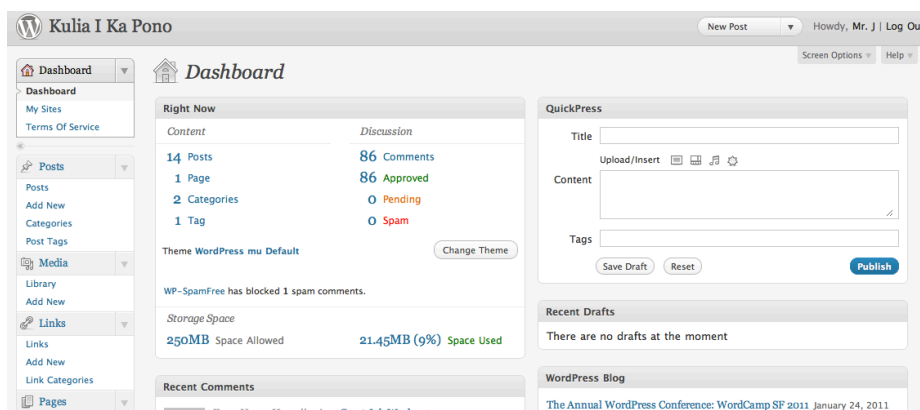
### **Logging In:**

Click on the Login Button on the lower right of you site.

The image shows the WordPress login interface. At the top left is the WordPress logo, a circular 'W' icon, followed by the word 'WORDPRESS' in a blue, sans-serif font. Below the logo is a white login box with a blue border. Inside the box, there are two input fields: 'Username' and 'Password'. Below the 'Password' field is a checkbox labeled 'Remember Me'. To the right of the checkbox is a blue button with the text 'Log In' in white. Below the login box is a blue link that says 'Lost your password?'.

# Getting Started with KS Blogs- Web Site In a Snap!

Once you have logged in you will be taken to the Dashboard: The area that you can administer your blog site. Here you will see the following:



## Create a post:

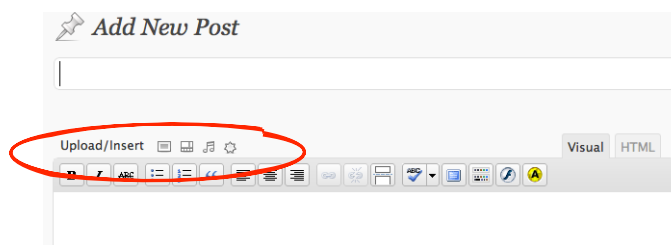
Posts are the entries that display in reverse chronological order on your home page. In contrast to pages, posts usually have comment fields beneath them and are included in your site's RSS feed.

To write a post:

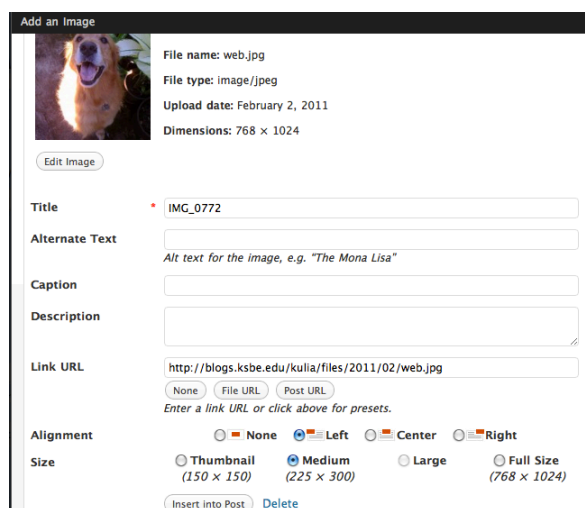
1. Log in to your WordPress [Administration Panel](#) (Dashboard).
2. Click the [Posts](#) tab.
3. Click the [Add New](#) Sub Tab
4. Start filling in the blanks.
5. As needed, select a category, add tags, and make other selections from the sections below the post. Each of these sections is explained below.
6. When you are ready, click **Publish**.

# Getting Started with KS Blogs- Web Site In a Snap!

## Uploading Media:

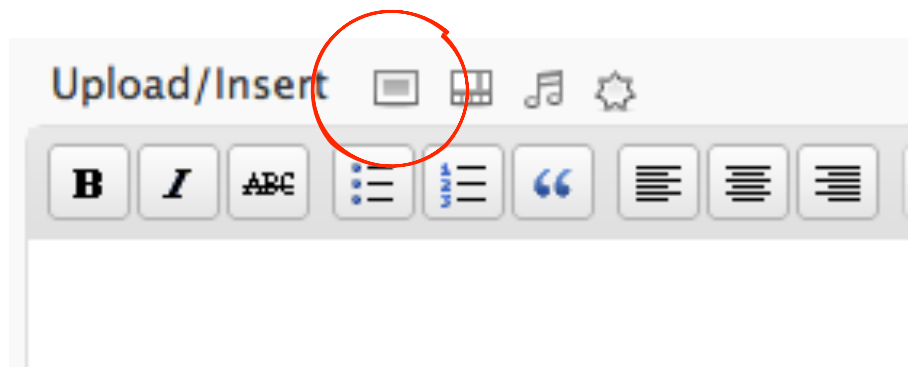


1. To create a new blog entry, click Write. To edit an existing post, click Manage and click Edit next to the desired post.
2. Above the text-editor window you should see a section with Upload as its heading. **If the file or image you wish to attach to the blog entry has already been uploaded and you want to use it again, then you should see a tab next to Upload which is labeled Browse All. Click this tab and then skip to the last step in these instructions to insert the file or image.**
3. Click Browse and find the file on your local computer. **Note:** It is recommended that you make your filename "server friendly." Make sure the filename has no spaces, apostrophes, slashes or other non-alphanumeric characters (such as \$, % and &). Rename the file before uploading if it To preserve readability, some people replace spaces with the underline character. For instance, My File Name.txt becomes My\_File\_Name.txt.
4. Select the file on your computer, just like you were navigating to and opening a file in a word-processing program, and click Open. The dialog box will close and the filename will now be filled in next to File.
5. Under Title type a short, plain-language descriptive title for the file.
6. Under Description, type a slightly longer, more descriptive note about the contents of the file or image.
7. Click Upload.
8. The Browse tab should now be visible and highlighted next to Upload. You may click back to Upload and upload more files if you wish. Once you are done, click back to Browse.
9. Now whatever files or images you have uploaded are sitting there on the Web server waiting to be used. If you click Browse, it will show all the files that the program thinks are relevant to this post.
10. Finally, insert the image or file into the post. For inserting images, see Inserting Images below. For files, see Inserting Files.



# Getting Started with KS Blogs- Web Site In a Snap!

## Inserting Files:



Click once on the image. A small popup menu appears. Most menu items are a **toggle switch** that allows you to select various options before actually adding the image to your post. For example, click "Using Thumbnail" and it will turn to "Using Original." Click "Using Original" and it will toggle back to "Using Thumbnail." Here are the explanations of the various options:

1. **Using Thumbnail** will insert a thumbnail version of the image into your post.
2. **Using Original** will insert the image at its original size. (Note that if the original image is very small, the thumbnail version may actually be bigger!). If you entered text in the Title box, then this text will appear as the alt text for the photo. Text in the Description field will not be used anywhere inside the code that makes the image appear.
3. **Not Linked** means the image will simply appear in the post without any kind of hyperlink attached to it (if a visitor clicks on it, it will not take them to another page.)
4. **Linked to Image** will put a hyperlink on the image so if a visitor clicks on it, they will be taken to a blank browser page containing JUST the original-sized image (even if you selected "Using Thumbnail," which only applies to the actual blog entry). This is particularly useful if you have an image which is very large, because then you can use a thumbnail in the posting but have it link to the full-sized image. If you entered text in the Title field, this text will be used to describe the link (the text that appears when you hover over a link in some browsers).
5. **Linked to Page** will put a hyperlink on the image and if a visitor clicks on it, they will be taken to a nicely-laid out blog page which features the image. If you entered text in the Title field, this text will be used to describe the link (the text that appears when you hover over a link in some browsers). If you entered text in the Description field, this text will then appear in the body of the post, just like normal post content. Keep in mind that since this page will be laid out like other blog pages, if the image is very wide it may "break" the layout of some themes' pages by being too wide for them and so if you have a particularly wide image, consider using "Linked to Image" instead of "Linked to Page."  
(In this way, you can consider "Linked to Page" to be a shortened phrase meaning

## Getting Started with KS Blogs- Web Site In a Snap!

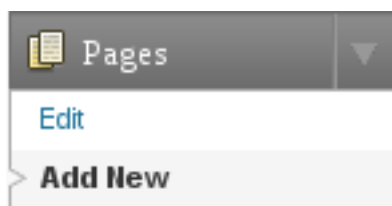
"Linked to a standalone, themed blog page which itself contains the link to the actual content." A little too long for a popup menu.)

Also consider that if you use "Linked to Page" it will not only create a new little blog page for the image (using the Description field text, as mentioned above), it will also allow visitors to comment on it separately from the post. So you can solicit **comments on an image** this way.

6. **Send to Editor** takes those options you selected and then inserts the image into the editor window wherever the cursor was.
7. **Delete** will remove the file from the server entirely.
8. **Close Options** closes the little popup menu. Unlike most popup menus it will NOT go away by itself, so click this when you're done inserting the image.

### Create Page

1. Write a page by going to **Page > Add New**.



2. Click the **Publish** button to publish your page.

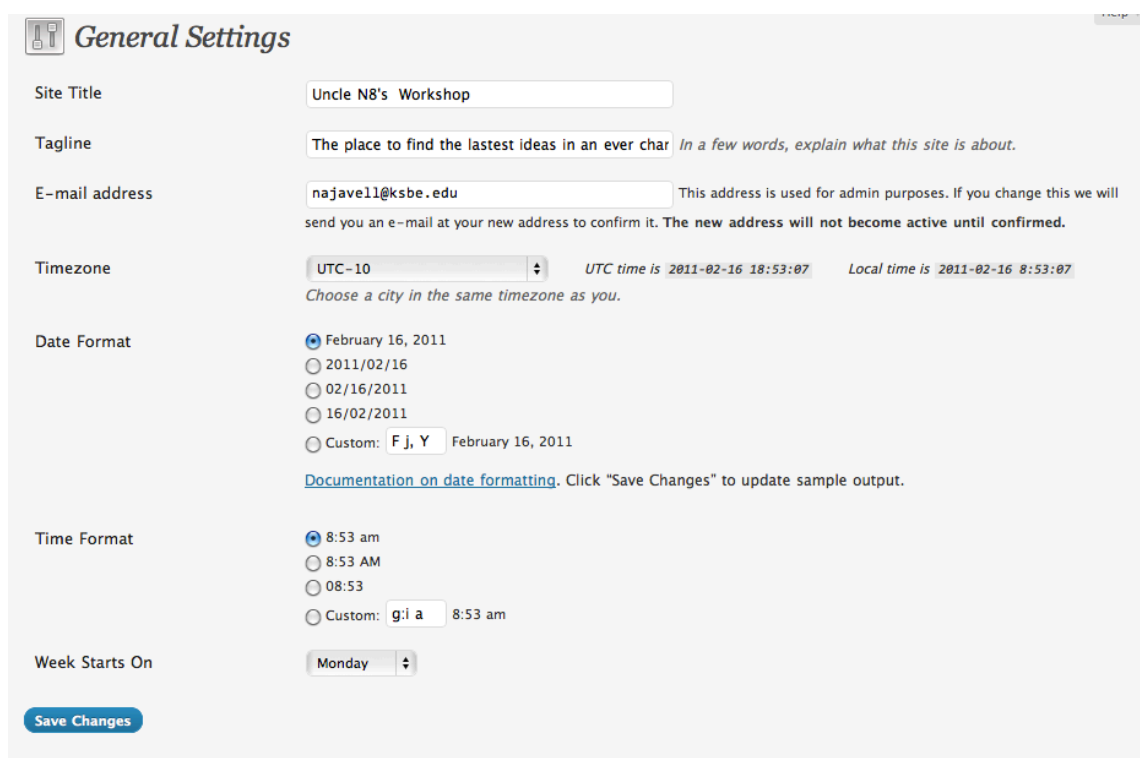


3. Publish

You Can add content just like you would a post. The only differences is that you will only have the ability to create one entry.

# Getting Started with KS Blogs- Web Site In a Snap!

This **Settings General SubPanel** is the default SubPanel in the [Settings Administration Panel](#) and controls some of the most basic configuration settings for your site: your site's title and location, who may register an account at your site, and how dates and times are calculated and displayed.



The screenshot shows the 'General Settings' panel in WordPress. It includes the following fields and options:

- Site Title:** A text input field containing 'Uncle N8's Workshop'.
- Tagline:** A text input field containing 'The place to find the lastest ideas in an ever char' with a placeholder text 'In a few words, explain what this site is about.'
- E-mail address:** A text input field containing 'najave11@ksbe.edu'. A note below it states: 'This address is used for admin purposes. If you change this we will send you an e-mail at your new address to confirm it. The new address will not become active until confirmed.'
- Timezone:** A dropdown menu set to 'UTC-10'. Below it, it shows 'UTC time is 2011-02-16 18:53:07' and 'Local time is 2011-02-16 8:53:07'. A note says 'Choose a city in the same timezone as you.'
- Date Format:** Radio buttons for 'February 16, 2011' (selected), '2011/02/16', '02/16/2011', '16/02/2011', and 'Custom: F j, Y February 16, 2011'. A link for 'Documentation on date formatting' is provided.
- Time Format:** Radio buttons for '8:53 am' (selected), '8:53 AM', '08:53', and 'Custom: g:i a 8:53 am'.
- Week Starts On:** A dropdown menu set to 'Monday'.

A 'Save Changes' button is located at the bottom left of the panel.

## General Settings

### Site title

Enter the name of your site (or blog) here. Most themes will display this title, at the top of every page, and in the reader's browser titlebar. WordPress also uses this title as the identifying name for your [Syndication](#) feeds.



# Getting Started with KS Blogs- Web Site In a Snap!

## Tagline

In a few words, explain what your site is about. Your site's slogan, or tagline, might be entered here. A tagline is short phrase, or sentence, used to convey the essence of the site and is often funny or eye-catching.

## E-mail address

Enter the e-mail address to which you want WordPress to send messages regarding the administration and maintenance of your WordPress site. For example, if you allow new users to register as a member of your site (see [Membership](#) below), then a notification will be sent through e-mail to this address. In addition, if the option, “**An administrator must always approve the comment**”, is set in [Administration > Settings > Discussion](#), this e-mail address will receive notification that the comment is being held for moderation. Please note this is different than the address you supplied for the **admin** user account; the **admin** account e-mail address is sent an e-mail only when someone submits a comment to a post by **admin**. The address you enter here will never be displayed on the site.

## Timezone

From the pulldown box, choose a city in the same timezone as you. For example, under America, select New York if you reside in the Eastern Timezone of the United States that honors daylight savings times. If you can't identify a city in your timezone, select one of the **Etc GMT** settings that represents the number of hours by which your time differs from [Greenwich Mean Time](#). Click the **Save Changes** button and the [UTC time](#) and "Local time" will display to confirm the correct Timezone was selected.

## Date Format

Date Format is the format in which to display dates on your site. The Date Format setting is intended to be used by theme designers in displaying dates on your site, but does not control how the date is displayed in the Administrative panels (e.g. Manage Posts). Click the **Save Changes** button and the "Output" example below will show the current date in the format entered.

## Getting Started with KS Blogs- Web Site In a Snap!

### Time Format

Time format is the format in which to display times on your site. The Time Format setting is intended to be used by theme designers in displaying time on your site, but does not control how the time is displayed in the Administrative panels (e.g. Write Post edit of timestamp). Click the **Save Changes** button and the "Output" example below to show the current time in the format entered.

### Week Starts On

Select your preferred start date for WordPress calendars from the drop-down box. Monday is the default setting for this drop-down, meaning a monthly calendar will show Monday in the first column. If you want your calendar to show Sunday as the first column, then select Sunday from the drop-down.

### Save Changes

Click the **Save Changes** button to ensure any changes you have made to your Settings are saved to your database. Once you click the button, a confirmation text box will appear at the top of the page telling you your settings have been saved.

For More Information Visit:

[http://codex.wordpress.org/WordPress\\_Lessons](http://codex.wordpress.org/WordPress_Lessons)

Or Contact your friendly neighborhood ITRT:

Justin Culley- [juculley@ksbe.edu](mailto:juculley@ksbe.edu)  
Tim Frietas- [tifreita@ksbe.edu](mailto:tifreita@ksbe.edu)  
Nate Javellana [najavell@ksbe.edu](mailto:najavell@ksbe.edu)  
Melia Tauvela [metauvel@ksbe.edu](mailto:metauvel@ksbe.edu)  
Uluhani Waialeale [miwaiale@ksbe.edu](mailto:miwaiale@ksbe.edu)  
Mimi Wong [mmwong@ksbe.edu](mailto:mmwong@ksbe.edu)